Application to Provide Interpretation and/or Translation Services

If you are an individual requesting placement on the Maryland Department of Transportation Motor Vehicle Administration's (MVA) Interpreter/Translator Listing to provide interpretation/translation services to MVA customers, you must complete and submit this application and requested documents to: **Motor Vehicle Administration, Driver Services, Room 210, 6601 Ritchie Highway, N.E. Glen Burnie, MD 21062** or email - MVATranslatorsProviders@mdot.maryland.gov.

Please Note: If approved, your name will be added to the MDOT MVA's provider listing of interpreters and/or translators and you will be assigned an Interpreter number. You will use this number to confirm approval status during any MDOT MVA business.

Instructions

All applicants must complete and submit all documents listed:

- 1. Complete and sign form "Application to Provide Interpretation and/or Translation Services." (DL-200, Sections A through D)
- 2. Complete and sign "Interpreter and/or Translator Certification Form" (DL-201)
- 3. A photocopy of the applicant's valid driver's license or state identification card.
- 4. Two (2) written (legible and in English) letters of recommendation that state the language(s) that you interpret/translate and your interpreting/translating ability, with contact information (name, phone number and email).
- 5. A photocopy of the applicant's certification and/or contract. (Please see section C of this form for the detailed list. Subject for approval by the Administration).

| First Name: | | Middle Initial: Last | | Last Na | Name: | | | Date o | Date of Birth: | |
|--|------------|----------------------|-----------|------------|--------------------|-------------------|------------------|-------------------------------|-----------------|--|
| Cell Number: Business Nun | | | nber: | Email: | | | | | | |
| Street Address: | | | City: | | | County: | Stat | ite: | Zip Code: | |
| License or ID Number: | | | | | State of Issuance: | | | | | |
| Section B - Certification and Po | ermissio | on to L | ist Conta | ct Inforn | nation | | | | | |
| the best of my knowledge. I auth documents, to verify the informat grounds for rejection of this appli | tion is tr | ue. I ur | nderstand | that any | erroneou DOT M\ | ıs, misleading or | fraudulent inf | formation is slator Provid | sufficient | |
| The MDOT MVA publishes and re | | | | | rpreter/T | ranslator Provide | er Listing" on t | the MDOT N | √/VA website at | |
| We must have your permission to | release | your ı | name, con | tact telep | hone nu | ımber(s) and lanç | guage(s) you p | provide. | | |
| "I hereby authorize the MDOT Provider Listing." | MVA to | relea | se my con | tact info | ormatio | n on the "MVA's | Approved In | nterpreter/1 | Translator | |
| Signature | | | | | | | | | | |

Section C - Required Credentials

Applicants must have certification from an accredited professional interpreter and/or translator association or have completed an interpreter and/or translator certification program approved by the administration. The listings below are the acceptable credentials required by the administration:

- Currently listed on the State of Maryland's Court Interpreter Registry
- Currently listed on the Federal or US Court Interpreter Registry
- "Active" membership status with ATA (American Translator Association) Associate Membership is not acceptable. ATA card must have the word "Active." This card must be renewed and sent in every year to remain on the list.
- Current contract with Lion Bridge, Ad Astra or Language Line
- Certification of testing from "The Community Interpreter"
- Certification from a College and/or University for Interpreting and/or Translating
- Other Certification Program that administered testing of Interpretation/Translation skills (subject to approval by the Administration)

Section D - Provider Listing

Place a check mark for each county you are available to work in and whether you will be providing Interpreting, Translating, or both services.

Note: Certification from Section C must indicate the language(s) you have been tested/certified to provide services for.

| App | licant's | N | ame |
|-----|----------|---|-----|
|-----|----------|---|-----|

Proficient Language(s)

| Maryland County Available to Provide Services | Interpreter | Translator | |
|--|-------------|------------|--|
| Allegany | | | |
| Anne Arundel | | | |
| Baltimore City | | | |
| Baltimore County | | | |
| Calvert | | | |
| Caroline | | | |
| Carroll | | | |
| Cecil | | | |
| Charles | | | |
| Dorchester | | | |
| Frederick | | | |
| Garrett | | | |
| Harford | | | |
| Howard | | | |
| Kent | | | |
| Montgomery | | | |
| Prince George's | | | |
| Queen Anne's | | | |
| St. Mary's | | | |
| Somerset | | | |
| Talbot | | | |
| Washington | | | |
| Wicomico | | | |
| Worcester | | | |

